

**STATE of ARIZONA**

**Government  
Information  
Technology  
Agency**

**Statewide  
POLICY  
P501 Rev 2.0**

**TITLE: Internet Use**

**Effective Date: December 23, 2005**

**1. AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))), including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))).

**2. PURPOSE**

To establish a Statewide policy for proper Internet use and to require State employees and contractors to be informed of acceptable and unacceptable uses before accessing the Internet.

**3. SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state receiving, expending or disbursing state funds or incurring obligations of the state including the Arizona Board of Regents but excluding the universities under the jurisdiction of the Arizona Board of Regents, the community college districts and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

**4. POLICY**

4.1 The policy establishes that each State employee or contractor that uses the Internet shall:

- 4.1.1 Comply with all applicable federal and state and local laws and regulations, including A.R.S. § 38-448 and *Statewide Policy P252, Intellectual Property and Fair Use*.
- 4.1.2 Receive proper instruction and/or training before using the Internet, which includes the *Statewide Policy P501, Internet Use*, as well as *Statewide Policy P401, Email Use*, and any budget-unit-specific policies, standards, and procedures relating to email and Internet use. Budget-unit-specific policies, standards, and procedures should relate to acceptable business usage in support of the mission and customer service goals of the budget unit, as well as addressing incidental personal use.

- 4.1.3 Receive a copy of A.R.S. § 38-448, acknowledge that any abuse of Internet resources may be cause for discipline or dismissal (A.R.S. § 41-770), and sign an Internet user consent form (see sample in Attachment A). A user sign-on screen may be used in lieu of the signed consent form.
- 4.1.4 Utilize encryption routines in accordance with *Statewide Standard P800-S850, Encryption Technologies*, for confidential information being exchanged over the Internet (see *Statewide Standard P740-S741, Classification and Categorization of Data*).
- 4.1.5 Exercise appropriate security measures in accordance with *Statewide Policy P800, IT Security*, and relevant Statewide security standards when transacting any State business functions via the Internet.
- 4.1.6 Comply with *Statewide Standard P800-S860, Virus and Malicious Code Protection*, to ensure that all files accessed or collected via the Internet are scanned for viruses and acknowledge that willful introduction of viruses to State information technology systems may be cause for discipline or dismissal (A.R.S. § 41-770).
- 4.1.7 Comply with applicable copyright laws pertaining to copyrighted information used on budget unit websites.
- 4.1.8 Report known Internet usage violations to immediate supervisor and/or designee of budget unit CEO.
- 4.1.9 Comply with State procurement law (A.R.S. § 41-2501 et seq.) for all State purchases made via the Internet.
- 4.1.10 Acknowledge that the State of Arizona reserves the right to monitor and log Internet usage by any user, without notice. Budget units shall protect the confidentiality of personal information encountered during the monitoring/logging process.
- 4.1.11 Not post changes, official, unofficial, or draft documents (public or private) on the Internet without approval from the budget unit CEO or designee.
- 4.1.12 Not share account information or user logon IDs.
- 4.1.13 Not assume another State employee's or contractor's identity or role through deception or without proper authorization.
- 4.1.14 Not knowingly use, view, submit, publish, display, or transmit on any information technology system, any information that:
  - 4.1.14.1 Utilizes the Internet for illegal purpose, personal business use or personal gain, including developing or maintaining a personal web page;

- 4.1.14.2 Conducts any gambling, betting or gaming activity;
  - 4.1.14.3 Conducts any solicitation activity, except as identified by A.A.C. R2-11-309;
  - 4.1.14.4 Promotes special events other than as approved by Arizona Department of Administration Office of Special Events in accordance with A.A.C. R2-11-401 through R2-11-409;
  - 4.1.14.5 Violates or infringes on the rights of any other person;
  - 4.1.14.6 Contains defamatory, false, abusive, obscene, pornographic, profane, sexually-oriented, threatening, racially-offensive, or otherwise biased, discriminatory, or illegal material; or
  - 4.1.14.7 Violates any applicable federal, State, or local laws and regulations prohibiting sexual harassment.
- 4.2 Budget units should use consistent second-level domain names throughout State government for main government web-sites that serve the public. The following format is recommended for budget unit web-site identification:

**"az[Budget unit identifier].gov"**

where **[Budget unit identifier]** is a commonly used abbreviation, acronym, or full text of the budget unit name (not to exceed ten characters in length) which is most recognizable to the public and/or customers. Budget unit identifier's greater than ten characters in length and approved by GITA prior to November 1, 2005 are Grandfathered.

The following format may be used as an alternative to obtaining a second .gov domain for budget units identifying specific programs or services on web sites serving the public:

**"az[Budget unit identifier].gov/[Program name]"**

## 5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at [http://www.azgita.gov/policies\\_standards/](http://www.azgita.gov/policies_standards/) for definitions and abbreviations.

## 6. REFERENCES

- 6.1 A. R. S. § 38-448, "State employees; access to Internet pornography prohibited; cause for dismissal; definitions."
- 6.2 A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.3 A. R. S. § 41-761 et seq., "Personnel Administration."
- 6.4 A. R. S. § 41-770, "Causes for dismissal or discipline."
- 6.5 A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.6 A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.7 A. R. S. § 41-1461, "Definitions."
- 6.8 A. R. S. § 41-1463, "Discrimination; unlawful practices; definition."
- 6.9 A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."

- 6.10 A. R. S. § 41-2501 et seq., “Arizona Procurement Codes, Applicability.”
- 6.11 A. R. S. § 41-3501, “Definitions.”
- 6.12 A. R. S. § 41-3504, “Powers and Duties of the Agency.”
- 6.13 A. R. S. § 41-3521, “Information Technology Authorization Committee; members; terms; duties; compensation; definition.”
- 6.14 A. R. S. § 44-7041, “Governmental Electronic Records.”
- 6.15 Arizona Administrative Code, Title 2, Chapter 5, “Department of Administration, Personnel Administration.
- 6.16 Arizona Administrative Code, Title 2, Chapter 7, “Department of Administration Finance Division, Purchasing Office.”
- 6.17 Arizona Administrative Code, Title 2, Chapter 10, “Department of Administration Risk Management Section.”
- 6.18 Arizona Administrative Code, Title 2, Chapter 11, Article 3, “Solicitation” (A.A.C. R2-11-309).
- 6.19 Arizona Administrative Code, Title 2, Chapter 11, Article 4, “Special Events” (A.A.C. R2-11-401 to 409).
- 6.20 Arizona Administrative Code, Title 2, Chapter 18, “Government Information Technology Agency.”
- 6.21 Statewide Policy P100, Information Technology.
- 6.22 Statewide Policy P252, Intellectual Property and Fair Use.
- 6.23 Statewide Policy P800, IT Security.
  - 6.20.1. Statewide Standard P800-S830, Network Security.
  - 6.20.2. Statewide Standard P800-S850, Encryption Technologies.
  - 6.20.3. Statewide Standard P800-S860, Virus and Malicious Code Protection.

## **7. ATTACHMENTS**

Attachment A. Sample Internet User Consent Form

**ATTACHMENT A. SAMPLE INTERNET USER CONSENT FORM**

\_\_\_\_\_ (Agency Name) Internet User Consent

I, \_\_\_\_\_, have read and understand the Statewide  
Print Name

Internet Usage Policy (P501). I agree to comply with all of the terms and conditions of this policy. I understand and agree that my employer reserves the right to monitor and log all network and Internet activity, including email, without notice. I have no expectation of privacy in the use of these resources. Further, I understand and agree that all network and information systems activity conducted with State/Agency resources is the property of the State of Arizona.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**LIABILITY**

Neither the State of Arizona nor the \_\_\_\_\_ (Agency Name) make warranties of any kind, whether express or implied, for the use of the email system or electronic information resources. Additionally, neither the State of Arizona nor the agency indicated above is responsible for any damages, whatsoever, that employees may suffer arising from or related to the use of Internet resources.